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DD/S 72-3043

14 AUG 1972

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Information Management

REFERENCES : (a) Memo from ExDir-Compt to Deputy Directors,
Subject: "Information Control - Archives,
History, and Records" dated 26 May 72
(DD/S 72-2128)

(b) HH [] "National Security Information -
Classification, Declassification and Access"
dated 13 June 72.

STAT

1. Reference documents contain a number of requirements that have to be met and make it clear that it is the responsibility of the Directorates to meet them. We need to develop:

a. a system and structure for the integrated administration and management of our archives, history, records, and classification/declassification systems (Ref a, para 5a(3));

b. guidelines for the selection, retention, and declassification of records, including time periods for retention and declassification by category (Ref a, para 5a(6));

c. a system for the continuous identification of key documents and files for permanent inclusion in Agency archives and provision for an index for access and declassification review (Ref a, para 5b(1));

ADMINISTRATIVE - INTERNAL USE ONLY

-2-

d. a system to provide for an overall annual review of archival documents to ensure that they "are neither excessive in detail, inappropriately classified nor incomplete through omissions" (Ref a, para 5b(1));

e. a systematic approach to compiling information for annual reports to serve as the basis for topical histories, highlighting major accomplishments and major problems (Ref a, para 5c);

f. a system for accomplishing the review of documents originated before June 1, 1972, before they become 30 years old, for declassification action (HR [REDACTED])

STAT

g. a system for accomplishing the review of documents originated after June 1, 1972, before they become 30 years old, for declassification action (HR [REDACTED])

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h. a system to accomplish the continuing review of documents for declassification and downgrading in addition to the 30 year review (HR [REDACTED])

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i. provisions for the annual location and segregation of documents of sufficient historical value to warrant preservation and which have been or are to become declassified during the calendar year (HR [REDACTED])

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j. procedures to govern the review of requests received within the Support Directorate for the declassification or release of documents (HR [REDACTED])

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2. The Executive Director-Comptroller has appointed a Special Assistant for Information Control to serve as the Agency Records Management Officer, Archivist, and Chairman of the Records Management Board, and each Deputy Director has designated a senior officer as the Directorate member of the Board. In order to meet the requirements identified in

ADMINISTRATIVE - INTERNAL USE ONLY

-3-

paragraph one above, provide adequate support to the newly constituted Records Management Board, and ensure that the total records, archives, history, and classification/declassification programs in the Support Directorate are provided for adequately, you are requested to designate a senior officer to represent you in their development and implementation and to ensure that he is furnished with such technical assistance as may be necessary, full time when required. Please furnish the names of your senior officer designees and their assistants to my office by 23 August 1972.



John W. Coffey
Deputy Director
for Support

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